

## TECHNICAL EDUCATION DEPARTMENT

The 14th June, 2007

**No. 38/20/07-4TE (D).**—The Governor of Haryana is pleased to constitute Institute Managing Committee (I.M.C.) for Government Polytechnic for Women, Faridabad consisting of the following members:—

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|--|----------|
| 1. Shri Sunil Piplani, Director, Excel Technologies, E-13, Sector 15, Noida (UP) | Chairman |
| 2. Representative of CII (Northern Region) Sector 31, Chandigarh                 | Member   |
| 3. Joint Director (Dev.), Representative from Directorate                        | Member   |
| 4. Principal, G. P. W, Faridabad   | Member   |
| 5. T. P. O. G. P. W, Faridabad   | Member   |
| 6. One student representative (to be nominated by Principal)                     | Member   |
| 7. District Employment Officer, Faridabad  | Member   |

**Headquarter**

The Head Quarter of the Committee will be at Government Polytechnic for Women, Faridabad. Role and Responsibilities of the Institute Managing Committee (I.M.C.)

**1. Generation and Utilisation of Finance :**

- The IMC would be free to generate funds through various projects from industry.
- The IMC would encourage donors to donate funds to the Institutes.
- These funds would be available to the Institute Managing Committee for utilization as decided by them.

**2. Donation of Machinery and Equipments :**

The IMC would encourage donation of machinery and equipments to the Institutes.

**3. Selection of Contract Faculty :**

The IMC will have powers for appointment of contract faculty as and when required.

**4. Student Selection :**

- Vocational guidance about the nature of course, job opportunities and career prospectus would be provided to students prior to applying for admission in Polytechnic so that they choose right courses.
- Introductory seminars for the fresh students (including visits to industries) may be conducted by industries to create interest and motivate them.
- The Institute Managing Committee adopt various transparent methods of selection according to the individual needs of each Institute. However, the guidelines prescribed by the AICTE/SBTE should not be violated.

**5. Employment :**

- The Institute Managing Committee will be responsible for helping students in registration, (before passing out). All Polytechnic students will be registered with (i) Local Employment Exchange

(ii) Overseas Employment Cell (iii) Regional Headquarter of CII (iv) Campus Interviews will also be arranged for them.

(b) Tracing the Polytechnic graduates for next three years after passing out.

**6. Faculty and Staff Development :**

(a) Institute Managing Committee will identify the training needs of faculty and staff members based on Faculty Development Forms.

(b) Detailed annual and quarterly training calendars, budgets and release of personnel for training programmes will be planned by Institute Managing Committee including exchange of personnel between Industry and Institute.

**7. Mentors and One-Day Lecturers (Guest Lecturers) :**

IMC will nominate Mentors and One-Day Lecturers (Guest Lecturers) from industry for various trades. One-day Lecturers are specifically meant to deliver lecture or impart practical training in the Polytechnic. A Mentor is nominated for a student/group of students belonging to one trade. Mentor may just discuss/guide/counsel students in Polytechnic or outside as per mutual convenience. He can, however, also deliver lecture or impart practical training. Mentors are more like role model for students and therefore, should be a good experienced skilled worker. Mentors will play an important role in Technical guidance and career counselling as well as apprising students about latest technologies and trends in the world of work. Mentorship system should have great flexibility in contact between students and mentor. The contact could even be over telephone.

**8. Seminars, Workshops and Exhibitions :**

IMC will organize Seminar, Workshops and Exhibitions for mutual benefits of trainees, faculty and industry.

**9. Trade Advisory Committee (TAC) :**

IMC may constitute Trade Advisory Committee (TAC) for a group of trades or any other committee to assist in various functions. TAC should help IMC in issues related to improvement in effectiveness and relevance of training for a particular trade group. TAC should have trade experts from Industry, concerned instructors, student representatives etc. The exact composition may be decided by the IMC.

**10. Industrial Training :**

(a) IMC will prepare guidelines for the Industrial Training with details of periods of training including projects for students and faculty. Students of one trade may be released together for Technical Training in order to avoid disruption of training in Polytechnic.

(b) IMC will also decide about the stipend to be paid to each student and faculty by the industry providing training.

**11. Curriculum Revamping :**

(a) IMC will be allowed to revamp the curriculum of any trade above the AICTE norms on the basis of industry needs.

(b) Institute Managing Committee will be allowed to include new trades and discontinue the obsolete trades by following simplified procedure to be decided by D. G. E. T.

**12. Equipment Maintenance :**

The maintenance and replacement of the equipment at the Institute will be supervised by IMC.

**13. Teaching Aids :**

Teaching aids like working models, slides, video projections, instructions material in vernacular languages, work books and detailed job assignments of the Institute will be upgraded under the supervision of Institute Managing Committee.

**14. MIS System :**

Under guidance of the Steering Committee, the Managing Committee will introduce an MIS System for each Polytechnic. Industry associations will provide the necessary inputs for creating such MIS System.

**15. Capital Expenditure :**

(a) IMC will be involved in spelling out specifications for the procurement of equipment including accessories and measuring equipment. The proposals for procurement of equipment will be cleared by IMC before orders are placed.

(b) The proposals of Civil Works (including additions/alterations in the existing building) will be cleared by IMC.

**16. Examination Supervision :**

(a) Theoretical examinations will be jointly supervised by industry.

(b) Practical examination and evaluation will be supervised jointly by industry and external examiner.

**17. Faculty Evaluation :**

(a) Faculty evaluation will be done by the Steering Committee and their recommendations will carry weight and recognition.

(b) Faculty Development Form will be designed by Institute Managing Committee which will include criteria from graduation and development of faculty.

**18. Transfer of Faculty :**

Institute Managing Committee will be taken into confidence while transferring the faculty from one Institute to another.

**19. Faculty Deputation :**

Deputation of the faculty from one Institute to another will be made at the recommendations of the Institute Managing Committee.

**20. Consultancy Rules :**

The rules for providing consultancy by the Polytechnic will be laid down in consultation with the Managing Committee.

**21. Meetings :**

Meetings of Committee will be held at the place convenient to the Chairman.

AJIT M. SHARAN,

Chandigarh :  
The 17th May, 2007

Financial Commissioner and Principal Secretary to  
Government Haryana, Technical Education Department.